



Office of the City Clerk

Weekly Report – for Week Ending August 15, 2014

OFFICE OF THE CITY CLERK – PROJECTS and STATUS

City Primary/General 2015 Elections:

The Division began recruiting as-needed employees for the 2015 Municipal Elections on June 9, 2014. As of today, there have been 658 applicants.

On July 22, 2014, staff began poll worker training. Approximately 900 poll workers were trained.

August 12, 2014 LAUSD, Board District 1 Runoff Election:

The Los Angeles Unified School District, Board District 1 Runoff Election was held on August 12. A total of 96,593 vote-by-mail ballots were issued and 18,443 voted ballots were received by mail. On Election Night, a total of 28,366 ballots were counted. Of that count, 10,883 were from the 324 polling places and 17,483 were the vote-by-mail ballots received by mail by Election Day. There are approximately 4,380 ballots that were not tallied on Election Night, to be reviewed during the 21 day canvass period.

The LAUSD District 1 Runoff election canvass began on August 13. The one percent manual recount took place on August 14.

Publication Notices – Council and Public Services and Administrative Services are working with City Attorney on a RFP for legally required publications and preparation of an ordinance to change publications requirements in the LA Municipal Code from paper to electronic. The goal is to reduce publication costs.

ClerkSTAT – The monthly ClerkStat meetings were conducted with the Council and Public Services and Administrative Services divisions.

Novus Agenda Management System - Electronic Submissions from Departments – Council and Public Services has identified a pilot group to test the workflow definition for electronic submittals from departments. The pilot participants received training this week and will begin submitting documents to the Clerk's office beginning August 18th.

Council and Public Services Weekly Statistics:

Number of Ordinances Posted/Published	11
Number of Notices Publications	27
Number of Contracts Attested	52
Number of Council Files Created	92
Number of Claims Received	85
Number of Referrals	82
Number of Council Meetings	5
Number of Committee Meetings	12

TOP ITEMS

- **City Clerk, Holly Wolcott, Confirmed by City Council**
- **LAUSD District 1 Runoff Election was conducted on August 12th**
- **Preparation for the LAUSD and 2015 Elections continues**
- **Training for Pilot Participants from Departments was completed for the Electronic Submission of Reports to the City Clerk's Office**



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Neighborhood and Business Improvement Districts – The Economic Development Committee recommended approval of the 2014 Annual Planning Reports for the following Business Improvement Districts: South Los Angeles Industrial Tract, Encino Commons, Westchester Town Center, Lincoln Heights Business and Community Benefit District, Los Angeles Tourism Marketing District, Hollywood Entertainment District, Studio City, Greater South Park, Downtown Industrial District, Brentwood Village and the Annual Report for the Wilmington Commercial District.

Assessment data is being verified for the new proposed South Park Adjacent Business Improvement District and for the renewal of the Gateway to Los Angeles Business Improvement District.

The Technical Research Unit processed the County's parcel change reports affecting parcels in various BIDs.

One public records act request was processed and mailed.

Fiscal – Staff addressed a payroll shortage in the Mayor's Salaries Grant Reimbursed Account, addressed budgetary questions from CAO, commenced working on the Controller's Office Internal Control Certification Program (ICCP), processed graffiti restitution payments, forwarded 2 payment requests from Council District 8's Public Benefit Trust Fund to accounting for further processing and met with the City Attorney's Office to discuss issues pertaining to existing trust fund contracts.

AB1290/Council – Staff has 1 contract close out pending, processed 4 payments, and has 2 new contracts in process as well as 2 contract amendments in process.

General City Purposes – Staff received 43 GCP allocation requests, processed 24 invoices for payment, drafted 1 new contract, executed 1 new contract and executed 1 new amendment.

Personnel – Staff made a presentation to the Department of Defense about City Clerk functions as they relate to work place violence and the impact of the threat assessment team, coordinated with City Attorney, Controller's Office, LACERS, CAO and Council and Mayor's office to finalize salary waivers for Mayor Garcetti, Council Member Martinez and Council Member Koretz, and staff conducted new hire orientations for the Mayor and City Council Offices.

ISSUES

Council Committee Meeting Audio Streaming – A problem was encountered with the audio webstreaming equipment for Committee Room 1050. It has been resolved.

UPCOMING . . .

City Records Offsite Storage Contract – The deadline for bid responses is August 21st.

City Elections – The LAUSD District 1 Runoff election final tally will be completed by September 2, 2014.

Novus Agenda Management System - Electronic Submittals Pilot – The pilot participants will be submitting documents to the Clerk's office beginning August 18th. This is on the Mayor's Metrics.